

# **Procedures for Processing Awards**

## **1. Processing a Legion of Merit (LOM)**

- a. All LOM's that are for ACHIEVEMENT, SERVICE, PCS, or ETS must be boarded by three (3) voting members. These board members will be chosen from a list of Executive Officers (XO's) of various agencies within Headquarters, Department of the Army (7-10 days). Once all board memos are received, the certificate for the award is produced and along with the DA Form 638 is submitted for approval and signature (7-10 days). Once signed and approved, the award receives an order number and is forwarded to recommending agency.
- b. LOM's for Retirement can be approved within the recommending agency (LTG or higher). If approved within the recommending agency, the DA Form 638 is forwarded to the PSC for a certificate and order number. Once completed, the certificate and a copy of the DA Form 638 are sent to recommending agency for signature on certificate.
- c. LOM's for Retirement that are not approved within the recommending agency are forwarded to the PSC. The PSC will create a certificate and forward the certificate and DA Form 638 to the appropriate approval authority for approval (7-10 days). Once approved, the award receives an order number and the certificate and a copy of the DA Form 638 is sent to the recommending agency.

## **2. Processing the Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and the Meritorious Service Medal (MSM)**

- a. These awards can be approved within the recommending agency (MSM - MG or higher, ARCOM – COL or higher, AAM – LTC or higher). If the award is approved locally within an agency, the approved DA Form 638 is forwarded to the PSC for completion. The PSC will create a certificate and give the award an order number. Once completed, the certificate and a copy of the DA Form 638 are sent to the recommending agency.
- b. If the award is not approved locally, the agency will forward the PSC the DA Form 638. The PSC will complete a certificate and forward it along with the DA Form 638 to the appropriate approval authority (7-10 days). Once approved, the award will receive an

order number and the certificate and a copy of the DA Form 638 are forwarded to the recommending agency.

3. **Processing the Army Staff Identification Badge (ASIB)**

- a. All ASIB certificate requests must be forwarded to the awards section of the PSC with the following documents:
  - i. Officers: DAS Form 43, copy of the orders bringing the Officer into the agency, and a copy of the ORB
  - ii. Enlisted: DAS Form 43, copy of the orders bringing the Enlisted soldier into the agency, and a copy of the ERB
  - iii. Civilian: DAS Form 43 and SF Form 50
- b. A Principle HQDA Official must sign the DAS form 43.
- c. The dates on the DAS Form 43 and the dates on the orders and the appropriate ORB or ERB must be matching in order to prepare the award. Once the ASIB packet is received by the PSC, the certificate will be produced and forwarded to the appropriate approval authority (5 days). Once approved, the certificate is forwarded to the agency. The badge or pin is issued through in processing and must be requested through in processing. Soldier will need Duty Memo stating that they are in a qualified agency to receive pin at inprocessing.
- d. Soldier must have completed 365 days and be in a qualifying agency.
- e. If there is an exception to policy for the ASIB, they will be forwarded in memorandum format by the Principal HQDA official through the Director of Management to the Director, Army Staff for approval.

f. **References**

- a. AR 600-8-22, Military Awards, dated 1 February 1995
- b. DA Memo 672-1, Decorations, Awards, and Honors (Army Staff Identification Badge and Army Staff Lapel Pin)
- c. DA Memo 672-3, Decorations, Awards and Honors (Award of the Legion of Merit for Service or Achievement)